

Date: August 6, 2004

To: RM Community

From: Susan L. Frey  
Departmental Records Officer

Subject: RM Numbered Memo 2004-07: Transmittal of NARA Memo on Proposed GRS for certain Chief Information Officer Records

Below, please find NARA's Memo on a proposed GRS for certain Chief Information Officer Records. Please review the attached draft document and to pass it along to your IT offices so that we may capture both points of view. Comments are due **no later than** August 20, 2004. **Please submit your comments to Jay Blewett ([Jay.Blewett@hq.doe.gov](mailto:Jay.Blewett@hq.doe.gov))** for consolidation.

Thanks,

-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]  
Sent: Thursday, July 29, 2004 3:57 PM  
To: Frey, Susan  
Subject: NWM 24.2004 Proposed GRS for certain Chief Information Officer records

July 29, 2004

NWM 24.2004

MEMORANDUM TO FEDERAL RECORDS OFFICERS: Proposed GRS for certain Chief Information Officer records

Attached for your review is a copy of a proposed new General Records Schedule that will provide authority to destroy certain temporary records commonly created and maintained by Chief Information Officers. The proposed schedule has also been forwarded to agency CIOs by the Deputy Archivist. The General Records Schedules (GRS) are issued by the Archivist of the United States to provide authority to destroy temporary records common to several or all agencies of the Federal Government. If the proposed disposition standards for these records will meet your agency's needs, please respond with an e-mail to [david.miller@nara.gov](mailto:david.miller@nara.gov), indicating your concurrence. We would appreciate receiving your response within no later than August 27, 2004.

This proposed GRS provides disposal authority for records relating to the administration of a CIO's office, as opposed to the operation and use of specific systems. This schedule does not cover all records relating to the work of CIOs as noted below:

- " This schedule does not apply to the data or information content of IT systems.
- " CIOs may also maintain records covered by other GRS and records not in the GRS that must be scheduled by submission to NARA of an SF 115, Request for Records Disposition Authority.
- " Certain operational records, including those related to system security, financing, and maintenance, may be covered by GRS 24, "Information Technology Operations and Management." The records that the CIO creates to support routine, day-to-day IT operations (as opposed to agency-wide portfolio management and planning) also are covered by GRS 24.

" Additionally, GRS 20 covers certain temporary files associated with database management.

Once this new GRS is approved, we will issue a compilation for CIO's that provides all existing disposition authorities in one document.

Questions about the schedule or the review process should be directed to David S. Miller at 215-305-2021 or at [david.miller@nara.gov](mailto:david.miller@nara.gov).

HOWARD P. LOWELL  
Director  
Modern Records Programs